BUILD-TO ORDER

Use the Build-To Order Guide to help control the inventory costs for your most important categories.

HIGHLIGHTS

- Ability to create an order guide that can be printed.
- An order can be created on-line. This order will ship on the store's next delivery day.
- There are a number of parameters that can be changed that affect the con tents and layout of the order guide.
- An e-mail request can be created so that you receive an order guide that is produced on periodic basis.
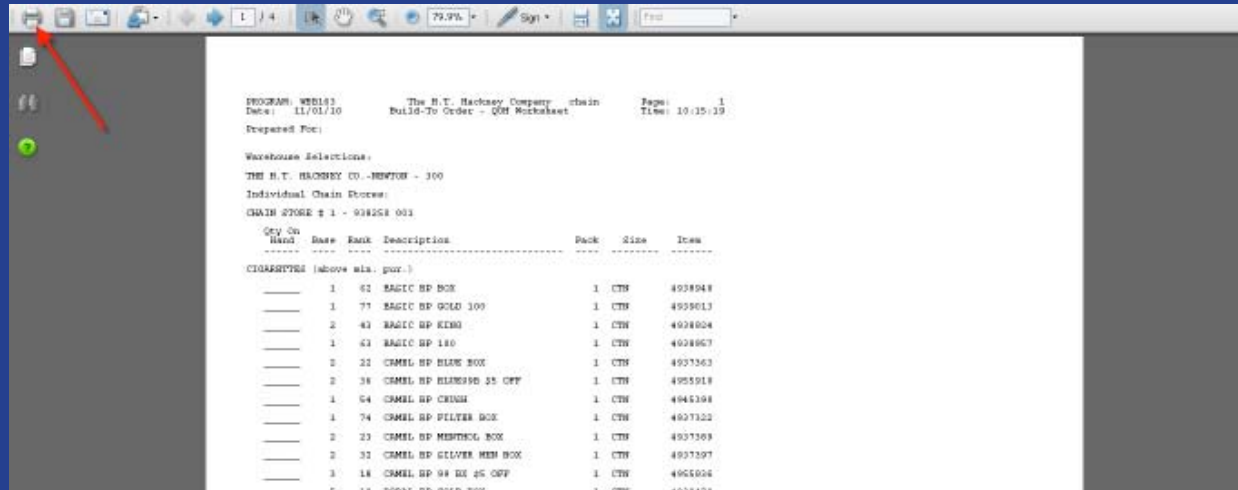
SECURITY

There are three levels of security:

1. Ability to print order guide
2. Ability to enter an on-line order.
3. Ability to maintain parameters.
   - Typically the corporate office would have this ability whereas; store managers would not.

Build-To Order Guide Selection

- You can view / print the User manual to get a more in-depth explanation
- If you want to add another grouping, let us know by sending an email with your request.
- Use the *Email Request* button to schedule a periodic email containing the printable order guide.

How to print an order guide

- Simply select a store and click the *Create Order Guide (pdf)* button.
- The following web page will be displayed.

- Click the printer icon to print the order guide.
- You can use your Hackney ordering device to scan the bar codes and place your order.

How to enter an on-line order:

Step 1

- Print the following worksheet by clicking the *Create QOH Work sheet (pdf)* button.

- Enter the inventory quantities for all items listed on this worksheet

Step 2

- Enter the on-line order by clicking the *Create Build-To Order (pdf)* button.

- Use the worksheet to enter the inventory quantities
- Click the *Submit Order* button to create the order.
- The order will be shipped on your next scheduled delivery day.

To enroll, please contact your Hackney Sales Representative.

TRAINING

Once your request has been approved, we will contact you to schedule a training session over the Internet. All you will need is internet access and a phone.

CONTACTING H.T. HACKNEY

We want to hear from you! For any and all questions, please contact:

The H.T. Hackney SUPPORT CENTER

E-Mail:
webinquiry@hthackney.com

Phone:
800-406-1291

During Business Hours:
Ask for the Support Center

After Hours:
Press "2" for the Data Center

HACKNEY

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